

SPECIAL RETENTION INSTRUCTIONS

The disposition recorded in the Subject-Numeric File Outline does not include the following records:

<u>Description</u>	<u>Disposition</u>
<p>Records created or signed by Administrator and Immediate Staff</p> <p>Includes material pertaining to program planning and other activities of a precedent-setting, policy-forming nature that apply specifically to ARS in connection with Federal, State, and industrial institutions, trade associations, universities, public and private laboratories, private companies, other nonresearch groups, and foreign countries.</p> <p>Correspondence, reports, and related material pertaining to housekeeping activities of ARS, such as BUDGET, PERSONNEL, AND TRAVEL AND TRANSPORTATION.</p>	<p>(Item 1a)</p> <p>PERMANENT: Transfer to FARC when 3 years old. Offer to NARS when 15 years old in 3-year blocks. Destroy records NARS does not wish to accession.</p> <p>(Item 1b)</p> <p>Destroy when 15 years old.</p>
<p>Records created or signed by Regional Administrators and Immediate Staff</p> <p>Includes material pertaining to research program planning and activities that apply specifically to agricultural research in the Region.</p> <p>Correspondence, reports, and related material pertaining to housekeeping activities of ARS, such as BUDGET, PERSONNEL, AND TRAVEL AND TRANSPORTATION.</p>	<p>(Item 201a)</p> <p>PERMANENT: Transfer to FARC when 3 years old. Offer to NARS when 15 years old. Destroy records NARS does not wish to accession.</p> <p>(Item 201b)</p> <p>Destroy when 6 years old.</p>
<p>Pink Alphabetical Name Files of Administrator, Regional Administrators, and Immediate Staff</p> <p>Used as a finding media for the Administrator's/ Regional Administrator's correspondence.</p>	<p>(Item 1c and 201c)</p> <p>PERMANENT: Transfer to FARC when 3 years old. Offer to NARS when 15 years old. Destroy records NARS does not wish to accession.</p>
<p>Area/Center Director's Files</p>	<p>RETAIN: Disposition pending NARS approval.</p>